ADMINISTRATIVE - INTERNAL USE ONLY

DIR-0288

12 June 1974

MEMORANDUM FOR: Director of Training

SUBJECT : DDI Orientation Program

1. We are considering the establishment of an Intelligence Directorate Orientation Program. We plan that it be conducted and controlled from within our own resources. We would, however, like any suggestions or comments you may have regarding the program itself and any possible overlap you may see with your own training programs.

2. Attached is the proposed schedule for the course with background information.

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Chief, DDI Management Staff

Attachment:
  As stated

INTELLIGENCE DIRECTORATE ORIENTATION COURSE

Prospectus

What : The Intelligence Directorate Orientation Course (IDOC) is designed to acquaint all new DD/I employees with the purpose, organization, activities, capabilities, products, and location of all components of the Intelligence Directorate.

When : The half-day, week-long course is offered in the morning hours approximately six times a year. The course ideally should contain no more than thirty students at each running.

Where : The course is held in the O/DDI and DD/I component conference rooms in the Headquarters building, [   ] STAT

Rosslyn and at IAS [   ] STAT

For Whom : The course is mandatory for all new DD/I professional and clerical employees sometime between their fourth and sixth months on duty. (Some DD/I employees who entered on duty during the past year will be included in the initial runnings of the course.) Employees from other Directorates will be welcome on a selective basis.

Lecturers : The course will be opened by the ADD/I and closed by the DD/I. Office and staff chiefs or their deputies will provide the DD/I component briefings.

Schedule

Monday
DDI Conference
Room

8:30-8:45	Introduction to IDOC
8:45-9:30	Mr. Walsh - The Mission of the Intelligence Directorate
9:30-9:45	Break
9:45-10:45	DDI Management Staff
10:45-11:45	IRS--Intelligence Information
11:45-12:30	COMIREX Staff

Tuesday
OCI Conference
Room

8:30-8:45	Review/Preview
8:45-9:30	Operations Center
9:30-9:45	Break
9:45-11:00	OCI
11:00-12:15	OPR

Wednesday
OER/OSR Conference
Room

8:30-8:45	Review/Preview
8:45-10:00	OER
10:00-10:15	Break
10:15-11:30	OSR
11:30-11:45	Preview for Thursday

Thursday

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Conference Room

8:30-9:00	Travel to Rosslyn
9:00-10:30	
10:30-11:00	Travel to IAS
11:00-12:15	IAS

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Friday
CRS Conference
Room

8:30-8:45	Review/Preview
8:45-10:00	CRS
10:00-10:15	Break
10:15-11:30	OBGI

DDI Conference
Room

11:30-12:30	Mr. Proctor - Closing remarks and question-and-answer session

INTELLIGENCE DIRECTORATE ORIENTATION COURSE

Course Content

The Intelligence Directorate Orientation Course (IDOC) is designed to familiarize new DD/I employees with the purpose, products, and services of all DD/I components. The course should emphasize the cooperative nature of the Intelligence Directorate and the importance of the contributions of each individual and office to the final DD/I product. Such emphasis will hopefully serve to increase communication of ideas and information between DD/I components and will impress upon new employees the responsibility of production offices to provide guidance to collectors, interpreters, and information specialists, as well as the responsibility of service components to meet the needs of production offices.

Recommendations for Office and Staff Briefers

Office and staff chiefs or their deputies will personally provide the DD/I component briefings. It is recommended that the briefings cover:

-- Objectives and functions of the organization

-- The product and/or services of the organization

-- Description of how the product or service is provided

-- Examples of recent or current component products or activities

-- Working relationship and interchange with other DD/I components

-- Current problems in inter-component communications

-- Working relationship and interchange with components of the other Directorates and with other Government departments

-- Audience for the product or service

-- How the product or service is received or appreciated

It is recommended that briefers provide an overview of office activities and organization rather than a formal wiring-diagram-type of explanation of component functions. Briefers might find useful their office quarterly production schedule when discussing current office or branch activities or areas of interest. Some components such as CRS, ☐ IAS and the Operations Center will probably wish to include a tour as part of the office briefing. Offices will also probably wish to exhibit their publications.

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DDI Directory

Upon completion of the DDI Orientation Course, each participant will have compiled a DDI Directory consisting of handouts provided by each office during the course of its briefing. It is suggested that these handouts include such information as

-- Wiring diagram of the organization, with a short narrative of its mission and functions

-- List of branches, area or functional specialties, and available services with telephone contact points

-- List of office publications and instructions on how to procure them

-- Information on how to request various services

The DDI Management Staff will issue guidelines for the preparation of these handouts to ensure their uniformity.

Course Administration

The DDI Management Staff will initially be responsible for scheduling and administering the course, with OTR assistance on logistics and routine administrative procedures. DDI Management Staff will work closely with MAGID during the initial runnings of the course to ensure that it is functioning effectively and meeting its objectives. Once the DDI Management Staff and MAGID are satisfied that the course is operating effectively, responsibility for its administration will be transferred to OTR.